



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	5-21-2012
Subchapter:	1	Forms	
Issuance:	8.103	DCF Form 8-103, DCF Wireless Device Protocol Form	

Click here to view or print DCF Form [8-103](#), DCF Wireless Device Protocol Form.

WHEN TO USE IT

Staff are required to sign DCF Form [8-103](#), DCF Wireless Device Protocol Form, before they are issued a DCF wireless device for professional use, or when otherwise requested.

The term, "Wireless Device," includes, but is not limited to, cellular phones, Smartphones, Blackberries, Air Cards, Tablets, or other DCF-issued hand-held communication devices.

HOW TO USE IT

- The Wireless Unit, Office of Facilities and Support Services (OFSS), enters the employee's (user's) name, DCF office, the cellular phone number, the types of assigned devices, and their accompanying serial numbers, onto the bottom of the form. The partially completed form accompanies the wireless device.
- The DCF/Local Office IT Field Support assigns the wireless device to the employee. The named recipient (employee/user) signs and dates the form to certify receipt of the wireless devices. The employee retains a copy of the signed form for reference.
- The IT Field Support sends the original, signed form back to the Wireless Unit, OFSS.
- The form is handled in the same manner for all types of DCF-issued wireless devices.

POLICY

The employee (user) is responsible for reviewing, and adhering to, applicable policy, Administration and Management Policy 022-2008, Management and Utilization of DCF issued Wireless Devices and Cell Phone Usage.

DISTRIBUTION

Original	Wireless Unit, Office of Facilities and Support Services (OFSS), CC#933
Copy	Employee
Copy	Local Office Manager/Cost Center Manager designee (optional/upon request)